

Approved For [REDACTED]

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25X1A

18 March 1955

MEMORANDUM FOR: Colonel White

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1. The attached memorandum to the Senior Representative in [REDACTED] makes the following points:

a. Future planning for the [REDACTED] should be based on the assumption that there will be a substantial reduction in personnel strength.

b. A plan is to be submitted to Headquarters by 1 August, reflecting organizational structure, location of units, approxi-

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c. It is expected that approved proposals will be carried out in 1956.

d. Reduction of personnel and activities is in line with the 19 December 1953 instructions from the Director and plans for the simplification of administrative procedures and reduction of administrative overhead should be accelerated as the Senior Representative deems appropriate.

e. Tours should be extended to coincide with projected abolition of slots whenever possible without causing personal hardship.

f. The Director should be advised if Headquarters initiated proposals complicate duties or result in requirements for additional personnel.

g. Transfer functions to Headquarters wherever possible.

h. Authority can be delegated where necessary to expedite personnel reduction by decentralization of administrative authority.

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Attachment:

Copy of Memo to [REDACTED], 25X1A
from the Director, dtd 12 March 1955

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Class. Changed to: TS

Next Review Date:

20 DEC 1979

By: 015